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ADJUSTMENTS USER MANUAL

USING THE REFDOK FIELD (REFERENCE DOCUMENT NUMBER)

INTRODUCTION

Rather than entering all of the fiscal coding on the adjustment as well as the **RefDoc**, use the **RefDoc** field to automatically lookup and enter fiscal codes associated with the encumbrance.

TO USE THE REFDOK FIELD

After saving the Adjustments document:

1. Click **Add Row** to create the first row of the adjustment transaction grid in order to enter the adjustment transactions and the fiscal coding.
2. Enter a transaction code in the **TC** field. **TC** is a required field. If you are not sure which transaction code to use, you can look up transaction codes and select one.
3. Press TAB or click into another field. The transaction code will be validated and other fiscal code fields required by the transaction code will be highlighted in pink. You can save your document without entering fiscal codes in these particular fields. However, these fields must be filled in when the distribution is marked as complete).
4. If the transaction code should be a reversal, enter a reversal indicator in the **R** field.
5. Enter the amount of the adjustment in the **AMT** field.
6. If you are using a Reference Document Number (**RefDoc**), enter it or use the lookup (see below) to find and select it. If you use the lookup, any associated fiscal coding will be automatically entered. If you enter it, click **Save & Continue** and any associated fiscal coding will be automatically entered.

Figure 1 - Reference document number

The screenshot shows a software interface for entering adjustment transactions. At the top, it displays 'Balance: (\$50.00)' and a 'Vendor Info' checkbox. Below this is a table with columns: TC, R, Description, Vendor, Sfr, Ref Doc, Sfr, FY, Mod, GAAP, SecA, Subs, Location, and Facility. The 'Ref Doc' column is highlighted with a red circle. The first row of the table has the following values: TC: Del, R: Dup, Description: 27A ADJUST, Vendor: (blank), Sfr: (blank), Ref Doc: (blank), Sfr: (blank), FY: 009, Mod: (blank), GAAP: (blank), SecA: (blank), Subs: (blank), Location: (blank), and Facility: (blank). At the bottom of the interface, there are buttons for 'Distribute Adjust Complete' and 'Adj Distributed by'.

Enter the remainder of the fiscal coding needed for the adjustment.

TO LOOK UP A REFDOC OR OTHER FISCAL CODE

1. Place the cursor in a designated field and press F3.
2. In the look up dialog box, enter any combination of search criteria (PCA, Index, or whatever is applicable). You can enter just the first few numbers or letters or use the wildcard (%).
3. Click **Find**.
4. Click the fiscal code you want to use. For example, click the Reference Document Number you want to use and the **RefDoc** field and any other fiscal codes associated with it will be automatically filled in.

Figure 2 - Using a look up

The screenshot shows the State of Idaho IDA system interface. On the left, a 'Find' dialog box is open with fields for 'Index' and 'Description'. Below these fields is a table listing various fiscal codes. A red arrow points from the 'RefDoc' field in the main form to the 'Index' field in the 'Find' dialog box. The main form on the right displays 'Today's Batch #: 081' and a 'Group' dropdown menu set to 'TEE'. At the bottom of the main form, there is a row of fields: 'Index', 'PCA', 'ExpSub', 'Dtl', 'RevSub', 'Dtl', and 'Grant'. The 'Index' field is circled in red, and a red arrow points from it to the 'Find' dialog box.

Index	Description	BFY Fund	Dtl
1002	ADMIN. OPERATING	2008	0001
1006	ANNUAL FINANCIAL AUDIT	2008	0001
1010	GROUP POSITIONS	2008	0001
1012	ADMIN. REAPPROPRIATION	2008	0001
1020	ACCOUNTING PAYROLL CONFERENCE	2008	0125
2500	STATEWIDE ACCOUNTING FEES	2008	0125
2502	ACCOUNTING ADMIN.	2008	0001
2512	DSA REAPPROPRIATION	2008	0001
2522	DSA ADMINISTRATION PAYROLL ALLOCATION	2008	0001
2540	DSA IBIS REAPPROPRIATION	2008	0001
2544	DSA IBIS	2008	0001
2602	SYSTEM ADMINISTRATION	2008	0001
2630	ACCOUNTING SYSTEM UPGRADE	2008	0001
2702	ACCOUNTING OPERATIONS	2008	0001
2802	REPORTING AND REVIEW	2008	0001